

Department of Administration

State Accounting Division

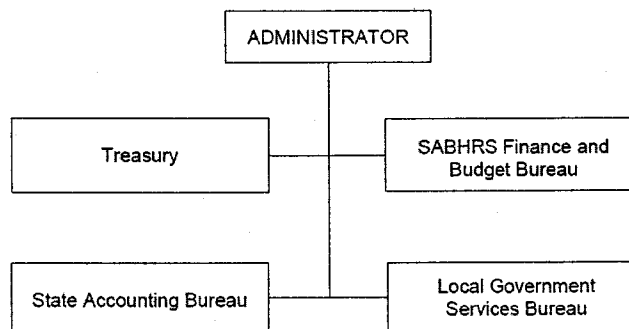
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Division Structure



Total FTE - 46.50 HB2 FTE - 18.67

Background

- Provides accounting policy, procedures and technical support to 35+ agencies, the university system and 2 retirement systems
- Prepares 250+ page annual financial report with over 30 audited financial statements
- Generates and reconciles approximately 3.1 million payments, 95% of all state payments through SABHRS

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Background *continued*

- Reconcile 60 bank accounts each month
- Approve and review approximately 450 local government audits each year

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Legal Authority

17-1-102, MCA	Uniform Accounting System and Expenditure Control
17-8-Part 2, MCA	Claims
17-8-Part 3, MCA	Warrants
17-1-111, MCA	General Fiscal Duties of State Treasurer
2-7-Part 5, MCA	Audits of Political Subdivisions
17-6-611, MCA	Local Government Accounting – Role of the Department of Administration

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Funding

Funding Source	FY 2012 Budget	2012 Percentage	FY 2013 Budget	2013 Percentage
General Fund	1,320,085.00	20.80%	1,319,456.00	20.32%
Federal Special Revenue Fund	4,910.00	0.08%	4,910.00	0.08%
Proprietary - BOI and DofA	5,020,869.00	79.12%	5,169,188.00	79.60%
Total	6,345,864.00		6,493,554.00	

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Services & Programs

Divided into three operationally-distinct areas:

- Accounting, Warrants & Treasury
- Local Government Services
- SABHRS

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Services & Programs *continued*

State Accounting Bureau – Accounting

- Develops and implements state accounting policies and procedures
- Provides accounting and financial reporting education and assistance to agencies
- Prepares the Statewide Comprehensive Annual Financial report (CAFR)
- Manages the SABHRS finance system

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Services & Programs *continued*

State Accounting Bureau - Warrants

- Provides check writing and electronic funds transfer for approximately 3 million financial transactions per year
- Maintains the central vendor file including vendor addresses, taxpayer identification numbers, and other account information
- Prepares and issue approximately 18,000 IRS Form 1099-MISC on behalf of state agencies

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Services & Programs *continued*

State Accounting Bureau - Treasury

- Provides central banking services to state agencies including bank deposits and disbursements.
- Reconciles state bank accounts each month.
- Ensures banks maintain adequate collateral for safekeeping of state's assets.

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Services & Programs *continued*

Local Government Services Bureau –

- Assists with technical accounting, budgeting and financial reporting, including on-site when needed
- Provides training on statutory and financial reporting
- Ensures required local governments are audited
- Maintains roster of qualified auditors
- Reviews audit findings on behalf of state agencies

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Services & Programs *continued*

SABHRS Finance and Budget Bureau -

- Supports and maintains the finance and budgeting modules for SABHRS
- Manages upgrades and contract negotiations for SABHRS
- Provides system support for the Montana Budgeting and Reporting System (MBARS) including EPP requests, decision packages, and revenue estimates

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Key Accomplishments

- Awarded the Certificate of Achievement for Excellence in Financial Reporting in 2008 & 2009.
- Implemented the PeopleSoft nVision reporting tool for the CAFR.
- Implemented the Billing and E-Bill payment modules within SABHRS financials.
- Provided on-line copies of all Management Memos

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Priorities

- Establish a Consolidated Vendor File
- Complete the SABHRS 9.1 upgrade
- Comply with the federally-mandated 3% withholding on most goods and service payments and related increased 1099 reporting
- Rewrite and make electronically available the remaining hard copy State accounting policies

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Decision Package 0301 (Pg A-152)

Oracle/PeopleSoft Licensing and Maint. Fee

If the state budget, excluding OPI transfers to local school districts, exceeds \$3.575 billion, the licensing and maintenance fees for the SABHRS financial modules will increase.

- Licenses required to make payments, record accounting entries, prepare financial reports, budget, etc
- Maintenance fee required to use a current version of the software

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Decision Package 0302 (Pg A-152)

Oracle/PeopleSoft Portal Fee OTO

If the budget (HB-2), excluding OPI transfers to local school districts, exceeds \$3.3 Billion the Oracle portal licensing costs increase.

- Portal required to provide web access to the SABHRS financials modules

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Decision Package 0303 (Pg A-153)

Oracle/Peoplesoft 5% Annual Fee Increase

The Oracle/PeopleSoft vendor may increase maintenance charges up to 5% per year for the SABHRS financial modules.

- Provides SABHRS Finance with budget authority to manage an increase in maintenance charges
- Cost-benefit analysis supported continued maintenance contracts with Oracle/Peoplesoft

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Decision Package 0304 (Pg A-153)

Add MBARS Programming Back to the Base

Reinstates funding for the MBARS contracted services back to the FY 2012 and 2013 budgets.

- Provides SABHRS Finance with the budget authority needed to manage contracted services for programming

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Decision Package 0305 (Pg A-153)

Purchasing Licensing and Maint. Increase

If the state budget, excluding OPI transfers to local school districts, exceeds \$3.575 billion, the license and maintenance fees for the SABHRS purchasing module will increase.

- Licenses required to use the purchasing module. The module allocates purchasing card expenditures and tracks customer activity
- Maintenance fees required to use a current version of the software

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Decision Package 55400 (Pg A-147)

4% General Fund Personal Services Reduction

Transfers funding for a bureau chief position from the General Fund to the Local Government Services enterprise fund.

- Reduces the General Fund by \$153,123 over the 2013 biennium.

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